

CM/ECF Electronic Mail Notice

With the advent of the CM/ECF system attorneys will receive, via email, notice of documents filed electronically with this Court. Registered users may rely on this email notice to fulfil their Federal Rules of Civil Procedure 5 obligations. The following questions are important to those using this system:

1. What do email notices look like?

Email notices from the District Court originate from DCECF_LiveDB@txs.uscourts.gov.

Notices from the Bankruptcy Court originate from BKECF_LiveDB@txs.uscourts.gov.

The subject of the email includes the case number and a brief description of the document which was filed. Notices from the District Court will also include the short style of the case.

The body of the email contains the Notice of Electronic Filing that constitutes the confirmation screen that the electronic filer received when submitting the document. This includes the style of the case, case number, instrument number, date and time at which the document appeared on the docket, the text entry on the docket that describes the document, and a link to the document itself.

The reader of the email may click on this link to download the document once without charge or a login to the PACER system. Subsequent to this first “free click,” clicking on the link will load the login screen for the PACER system, and the user will be charged \$0.08 per page to download the document. We recommend that you print or save the document during this first viewing, which is free.

We do not recommend that users receive electronic notices on hand-held devices. The email is formatted for desktop and laptop computer screens. Hand-held devices rarely allow the user to view the document. Also, the capacity of hand-held devices is too small to hold the volume of email notices in large cases – resulting in some notices not being received.

2. What email address should I use?

We recommend attorneys receiving email notices from the CM/ECF system use an account separate from personal accounts. This prevents personal email from being lost in a volume of email notices, or email notices from being lost in a volume of personal email. A separate email address is also easier to share with other members of a firm or to monitor by support staff at a firm.

We also recommend you set up an email account with another email provider as a back-up to your main account, in case of service outages. A free email account works well for this purpose. Follow the instructions under # 4 (below) to add this address to your account.

3. How do I change my email address?

- Log into ECF
- Click: Utilities
- Click: Maintain Your Account
- Click: Email Information
- Click in the space provided for Primary email address and change your email address

- Click: Return to Account Screen
- Click: Submit
- Click: Submit
- A confirmation screen will appear to show your changes.

Call our CM/ECF Help Desk at 866-358-6201, if you have any problems.

4. How can other people in my firm receive the same email notices that I receive?

Additional email addresses can be added to your account by following the instructions below:

- Log into ECF
- Click: Utilities
- Click: Maintain Your Account
- Click: Email Information
- Place a “✓” in the box marked “to these additional addresses”
- Type the email address or addresses you wish to have notices sent
- Click: Return to Account Screen
- Click: Submit
- Click: Submit
- A confirmation screen will appear to show your changes.

These addresses will receive any email notice of electronic filing that you receive at your Primary email address and will be able to download and view the filed document once, without charge or a PACER login. Invoices for fees incurred by filing new cases or certain documents will be sent only to your Primary email address.

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5. Must I receive a notice every time something is filed?

The default is set for you to receive a notice for each filing on a case that you appear as attorney of record. The settings can be changed so you can receive a daily summary report. This option is attractive to attorneys involved in cases where multiple pleadings are filed. The Daily Summary Report is sent shortly after midnight Central Time. It lists all documents filed in your cases. Each document listed can be downloaded once without charge or a PACER login.

To change the format of the email you receive, follow the instructions below:

- Log into ECF
- Click: Utilities
- Click: Maintain Your Account
- Click: Email Information
- Select either: “Send a notice for each filing” or “Send a Daily Summary Report”
- Click: Return to Account Screen
- Click: Submit
- Click: Submit
- A confirmation screen will appear to show your changes.

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